

SR. FIRE PLANS REVIEWER

DISTINGUISHING FEATURES

The fundamental reason the Sr. Fire Plans Reviewer classification exists is to serve as the Team Leader in coordinating the technical review and approval of construction, fire, and life-safety protection plans, ensuring compliance with City codes and requirements, and national standards. The Sr. Fire Plans Reviewer provides professional level advice on complex plans to architects, engineers, and other community and private industry personnel as it relates to the interpretation and compliance with local fire codes and standards. This classification is supervisory. The Fire Plans Reviewer's work is performed under the general direction of the Deputy Fire Chief, Fire and Life Safety Services.

ESSENTIAL FUNCTIONS

Reviews and examines complex residential and commercial plans and specifications to determine if they comply with life safety and engineering provisions of city and national codes and standards. Provides alternative design criteria and solutions to non-conforming plans.

Conducts field and site visits upon request of to evaluate inquiries, (or conditions, or deficiencies,) identify potential problems and suggest corrective measures.

Responsible for the compliance of systems such as fire sprinkler and alarm systems, high piled combustible storage, hazardous storage and processes, along with other permit applications per the 2003 International Fire (IFC) and Building (IBC) Codes, as well as additional City, County, State and Federal regulations.

Holds conferences with developers, owners, architects, and engineers relating to plan design data, code interpretations, and the resolution of design problems affecting life safety.

Provides professional fire engineering and policy advice to other City divisions. Interfaces with planning, zoning, building, water, and civil engineering staff members on complex development and design issues.

Responds to questions submitted by the public related to life safety features, systems, codes and regulations.

Oversees the work of Fire Plan Reviewers, ensuring compliance and consistent practices are followed.

Demonstrates continuous effort to improve operations, streamline work processes, and works cooperatively and jointly to provide quality seamless and consistent customer

service.

Performs additional duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Construction, standard construction materials, design analysis and design concepts.

Engineering as applied to specific fields of construction projects.

Nationally recognized fire codes and standards and related city ordinances.

Ability to:

Operate a variety of standard office equipment, including a personal computer, a variety of computer software and other equipment essential to performing daily activities that requires continuous and repetitive eye and arm or hand movement.

Establish and maintain effective working relationships with city staff, design and construction community as well as citizens.

Listen and communicate effectively with a diverse group of people.

Use professional judgment and common sense in the application and enforcement of the intent of code requirements.

Objectively interpret and consistently apply codes requirements and related standards in accordance with department policies.

Read and accurately interpret building construction plans and specifications of any complexity.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a bachelor's degree in Building/Construction Science, Architecture or a related Engineering field, and five years of experience with building or fire/life-safety plan review and approval process. Requires certification in the International Fire Code (IFC) and/or the International Building Code (IBC). Also requires experience reading and comprehending construction documents to interpret customer needs and translate them into effective solutions and operational policy. Supervisory experience is preferred.

FLSA Status: Exempt

HR Ordinance Status: Unclassified

